



**State of Vermont – PMA Workers’ Compensation Service Team
Account #0786749**

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To file a Claim electronically go to PMA’s website:

www.pmacompanies.com

- Click on the icon “Report a Claim” in the upper left hand of the screen under CLIENT SERVICES.
- Again, click the blue box for “Report a Claim”.
- Type in your account number and password. (Your PMA account number (**0786749**) is your “user name” and your password is “**newclaim**”).
- Select the type of claim being reported (General Liability, Auto), and click “Go”.
- Complete the screens that follow (mandatory fields are highlighted in blue).
- To receive an email copy of the claim submitted, simply check “Send email copy to originator” and enter your email address.
- Click the submit button and your claim will be transmitted to our claims processing office. Immediately you will receive confirmation of your submitted claim along with the assigned claim number.

Other reporting options include:

Via Fax: 1-888-329-2721

Via Phone: 1-888-476-2669

Via Email: firstreport@pmagroup.com

Please forward all claims correspondence and medical bills to:

**PMA Customer Service Center
P.O. Box 5231
Janesville, WI 53547-5231
Fax: 1-800-432-9762**

**PMA Customer Service Center
1-888-476-2669**

Email address for all claims correspondence and bills (NOT for new claims):

claimsmail@pmagroup.com

****PLEASE BE SURE TO INCLUDE CLAIM # IN SUBJECT LINE WHEN USING THIS EMAIL OPTION****